

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 045-2015

OPEN TO: All Interested Candidates in and outside the mission

POSITION: Voucher Examiner, (CDC) FSN-07/ FP-7
THIS IS A TERM POSITION FOR ONE YEAR

OPENING DATE: May 13, 2015

CLOSING DATE: May 27, 2015

WORK HOURS: Full-time; 40 hours/ week (Monday-Friday)

SALARY: *Not-Ordinarily Resident (NOR): FP-07
*Ordinarily Resident (OR): FSN Grade 07

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Voucher Examiner. Reporting to the Financial Specialist, the position will be located in Budget Management Section while supporting the interest of the Centers for Disease Control (CDC) Mission.

BASIC FUNCTION OF POSITION:

Primarily provides Voucher Examiner Support duties for Centers for Disease Control (CDC) operations. Examines and prepares from a variety of complex vouchers, claims, bills, contracts and other sources for State Program/ICASS and other agencies at post (USAID/DoD/LEGATT/PD/DHAPP agencies). Process travel orders and travel reimbursement vouchers using E2/Travel Managers Plus. Is required to be abreast with complex regulations involving international travel or other Voucher Examining transactions. Examines the invoices for accuracy, legality and reconciles them with post documents. Maintains budgetary and accounting control and representative Allotments for CDC and other agencies

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school education plus two or more years of business, technical, vocational, or college study in accounting or auditing is required.
- 2. Experience:** Three years of progressive responsible work in voucher examining, accounting, and related fiscal work. Two years voucher examining experience should have been with a U.S. Government agency.
- 3. English Ability:** Level 3 English ability (good working knowledge) in oral and written English is required.
- 4. Other Criteria:** Knowledge of post's regulations and procedures of performing voucher examining services. Knowledge of general accounting principles. Regulations and procedures of other Agencies at post for which voucher examining services are performed.
- 5. Other Skills:** Ability to understand and apply regulations and procedures in the preparation of routine and complex vouchers. Must demonstrate tact and be able to explain clearly and convincingly, the rationales for allowable and non-allowable conditions relating to travel and household effects shipments. Must be able to operate computer programs on voucher transactions.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA)

are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Voucher Examiner, CDC)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 232-76-515-355
Email: HRFreetown@state.gov

NOTE: Only short listed applicants will be contacted

POINT OF CONTACT:

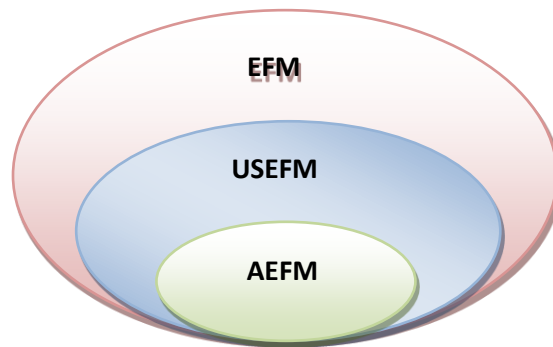
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: May 27, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION - VOUCHER EXAMINER

Receives, collect and obtains a variety of claims, bills/invoices for payment. Records documents and tracks bills for final payments. Prepares and examines the legality of a wide variety of invoices/bills, including travel reimbursement vouchers exclusively for CDC agency. May be required to provide similar duties for all other agencies (State ICASS/Program, UAID/DoD/FBI-LEGATT/PAS/DHAPP-HIV program.

15%

Ensures the collection of bills from a variety of sources for payment (purchase orders to local vendors, telephone bills, fuel charges, electricity bills, water charges, purchase requests or orders to U.S. vendors; transportation voucher for household effects shipment, vouchers for official supplies or pouch shipments, replenishment vouchers, representation and official residence expense service, rental payments ORE payments etc.). Prepares and examines the legality of a wide variety of invoices/bills for all agencies (State ICASS/Program, USAID, LEGATT, DoD, PAS and DHAPP) Ensures that all bills/invoices received or collected from a variety of sources are recorded and stamped with a date stamp for tracking. Checks all computation for accuracy, correctness and that the bills/invoices are in compliance with the terms of the contract. Reviews and ensures that adequate funding has been obligated prior to completing any liquidations. Prepares payment vouchers, attaching supporting document including receiving reports when appropriate and goods/services signed up. Prepares datel cable for check requests. Prepares direct charges to employees for personal telephone charges utility bills, and fuel supplies.

30%

Prepares all travel related documents, including the preparation of the travel authorization and the final reimbursement process. Is the Mission expert on Travel Manager Plus.

10%

Prepares and advises both the cashier and Accounts Receivable section of any charges, refunds or collection arising from travel reimbursement vouchers processed. Regularly provides funds status information to the B&F or Management Officers, and the FMM through the Financial Specialist. Reconciles, monitors, and reports on the Mission recurring expenses (such as electricity, water, telephone charges and rent). Monitors and maintains a memoranda account for USAID/LEGATT/DoD/PD providing updates for each agency funding status.

10%

Update, correct, adjust and reconcile existing cuff records to the FSC Charleston Accounting records. Determines the authenticity of each obligation and that these funds are available before assigning fiscal coding by the type of expenditure. Processes all obligation documents for these allotments using the FSC Charleston Intranet web for transmittal.

10%

Develops and maintains a comprehensive vendor files for easy reference. Sets up, monitors and maintains a log to record the receipts of and payment of all forms, claims vendors invoices and utility bills reaching the budget office and to ensure prompt payment of bill. Maintains control over the Account Receivable process, filing copies of billing documents alphabetically in a binder, receiving OF-158 receipts from the cashier and removing copies of paid bills. Reviews Accounts Receivable on a regular basis, at least monthly, and send reminder through the Management Officer on delinquent payments. 10%

Serves as alternate Class B Cashier, and sits for the Principal Cashier in her absence. 10%

Performs other Budget related duties as assigned. 5%

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**